



HRM-Sponsored Training
Course Catalog
3rd Quarter FY15

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**Headquarters United States Marine Corps (HQMC)
Human Resources and Organizational Management Branch (HROM)**

**Civilian On-Site Training Schedule
Third Quarter FY15**

Date(s)	Time	Course Title	Location
APR			
1-2 Apr	0800-1600	<u>Advanced Research and Analytical Skills</u>	Pentagon, 2B248A
7 Apr	0800-1600	<u>New Employee Orientation</u>	Quantico, Mann Hall, Rm 110a
8 Apr	1000-1200	<u>Performance Awards Review System (PARS) "Mid-Year" Training</u>	Quantico, Mann Hall, Rm 110a
9 Apr	0800-1600	<u>New Supervisor Orientation</u>	Quantico, Mann Hall, Rm 110a
14-15 Apr	0800-1600	<u>Retirement Planning Seminar-FERS Employees</u> (for those with 5 or less years before retirement)	Quantico, Mann Hall, Rm 110a
15-16 Apr	0800-1600	<u>Marine Corps Acculturation Program (MCAP)</u>	Quantico, Museum, Trailer #2
16-17 Apr	0800-1600	<u>Retirement Planning Seminar-FERS Employees</u> (for those with 5 or less years before retirement)	Pentagon, 2B248A
21-22 Apr	0800-1600	<u>Crucial Conversations</u>	Quantico, Mann Hall, Rm 110a
28-30 Apr	0800-1600	<u>Leadership for Non-Supervisors</u>	Pentagon, 2B248A
MAY			
5 May	0800-1600	<u>Negotiating Success</u>	Pentagon, Room 2B248A
6-7 May	0800-1600	<u>Resilience at Work</u>	Pentagon, Room 2B248A
12-13 May	0800-1600	<u>Organizational Communication and Collaboration</u>	Quantico, Mann Hall, Rm 110a
19-20 May	0800-1600	<u>Effective Writing Workshop – Level One</u>	Quantico, Mann Hall, Rm 110a
27-28 May	0800-1600	<u>Resilience at Work</u>	Quantico, Mann Hall, Rm 110a

JUN			
2 Jun	0800-1600	<u>New Employee Orientation</u>	Quantico, Mann Hall, Rm 110a
4 Jun	0800-1600	<u>New Supervisor Orientation</u>	Quantico, Mann Hall, Rm 110a
4-5 Jun	0800-1600	<u>Advanced Project Management</u>	Pentagon, Room 2B248A
9-10 Jun	0800-1600	<u>Retirement Planning Seminar-FERS Employees</u> (for those with 5 or less years before retirement)	Quantico, Mann Hall, Rm 110a
11-12 Jun	0800-1600	<u>Retirement Planning Seminar – CSRS Employees</u>	Quantico, Mann Hall, Rm 110a
16 Jun	0800-1600	<u>Naval Correspondence</u>	Quantico, Mann Hall, Rm 110a
17 Jun	0800-1600	<u>Naval Correspondence</u>	Pentagon, Room 2B248A
17-18 Jun	0800-1600	<u>Marine Corps Acculturation Program (MCAP)</u>	Quantico, Museum, Trailer #2
25-26 Jun	0800-1600	<u>Effective Writing Workshop – Level Two</u>	Quantico, Mann Hall, Rm 110a

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Advanced Project Management

In this dynamic two-day course, participants will learn and practice the latest advanced tools and techniques necessary for project management success! Whether you are a Project Management novice or a seasoned expert, this course can help you start, plan, manage, monitor, and close projects of all kinds more effectively.

Audience: All Civilian Employees

Advanced Research and Analytical Skills

A critical managerial and supervisory skill is the ability to solve complex problems quickly and effectively mitigate associated risks for the betterment of the organization. This dynamic course will teach participants how to be more decisive and eliminate uncertainty when making risky decisions; think and act with increased confidence in a contradictory and ever-changing environment; and effectively research, analyze, articulate, and draw conclusions with greater clarity and commitment to their decisions, thereby creating buy-in.

Audience: All Civilian Employees

Crucial Conversations

Whenever you're not getting the results you're looking for, it's likely a crucial conversation is keeping you stuck. Whether it's a problem with poor quality, declining customer satisfaction, or a strained relationship-whatever the issue-if you can't talk honestly with nearly anybody about almost anything, you can expect poor results. *Crucial Conversations* is an award-winning two-day communication course that teaches skills for creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics-at all levels of your organization. Course participants will receive a copy of the New York Times bestselling book, *Crucial Conversations: Tools for Talking When Stakes are High (2nd Edition)*.

Audience: All Civilians and their Supervisors

Effective Writing Workshop: Level One

Effective writing skills are very important to the career success of Federal Civilian Employees. Writing forces the need to think clearly, organize and make sense of ideas, and to believe what one is writing. Effective writing takes time and requires skills. This course will enhance your writing skills, learn plain language techniques, avoid common mistakes, write precise and concise sentences and paragraphs, discover new methods or organizing your documents and much more.

Audience: All Civilian Employees

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Effective Writing Workshop: Level Two

This course is designed to enhance your existing skills, and provide some new tips, tools, and techniques for you to incorporate in your writing. You will learn to take your writing to the next level, write all your documents with clarity, plan and build your documents while considering the purpose, audience, and scope. Understand why active voice is usually preferred over passive voice, The 8 C's for professional written communication, and characteristics of good government writing.

Pre-requisite: While not mandatory, participants should complete Writing Workshop Level One prior to attending this class. Registrants who have completed Writing Workshop Level One will be given priority.

Audience: All Civilian Employees

Leadership for Non-Supervisors

Washington and Company provides non-supervisors the tools to gain self-awareness, learn about the roles and expectations of a supervisor and obtain new skills. This course will help participants who are not currently formal supervisors or managers learn to influence other and make a difference in the organization. Upon completion of the class, students will be able to define leadership, identify the stages of leadership development, demonstrate techniques for establishing trust and credibility, and understand the concept of leading without formal authority.

Audience: All Non-Supervisor Civilian Employees

Marine Corps Acculturation Program (MCAP)

The Marine Corps Acculturation Program (MCAP) educates Civilian Marines on the history, culture, and organizational structure of the Marine Corps, as well as all the civilian workforce development opportunities available to Civilian Marines. The MCAP was deployed throughout the Marine Corps in December 2007, so Civilian Marines truly feel part of the team and understand what it means to work for the Corps.

Audience: All Civilian Employees

Naval Correspondence

Learn the rules, regulations, and guidelines of Naval Correspondence and techniques for creating documents that are accurate and effective. Topics include:

- Detailed review of the fundamentals and principles for the preparation of naval correspondence
- Standards and procedures set forth in the Navy Correspondence Manual
- Uniform standards for letters, memorandums, e-mails, etc.
- Navy Records Management Program Standards Subject Identification Codes (SSIC)
- Guide to naval writing for correct format for both internal and external correspondence
- Techniques for proofreading, revisions and editing

Audience: All Civilian Employees

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Negotiating Success

The Negotiating Success™ training program deepens understanding of two critical elements; the negotiating relationship and the negotiation process. First, you will learn to understand the negotiating relationship through three pillars of Mutuality, Pro-activity and R.E.S.P.E.C.T.™ Second, you will understand key structural components of a successful negotiations process. Negotiating Success™ brings participants to a set of skills, insights and practices for effective use in the world of bargaining. The program's unique approach sends each participant away with a sharp edge over traditional win-lose & conflict-laden approaches.

Audience: All Civilian Employees

New Employee Orientation (NEO)

Obtain an overview of information on Civilian Workforce Management, Equal Employment Opportunity (Prevention of Sexual Harassment), Safety, Security and Employee Management Advisory Service.

Audience: All New Civilian Employees

New Supervisor Orientation (NSO)

Obtain an overview of information on Civilian Workforce Management, Equal Employment Opportunity (Prevention of Sexual Harassment), Safety, Security and Employee Management Advisory Service.

Audience: All New Supervisors (Civilian and Military) in the position as the rating official of Civilian employee(s)

Organizational Communication and Collaboration

Focusing on general communication, Washington and Company simplifies the processes and dynamics in organizational settings. This course will provide participants with instruction in the development and maintenance of interpersonal group relations within organizations; decision-making and conflict management; the use of symbols to create and maintain organizational images, missions, and values; power and politics within organizations; conflict resolutions; and methods for using communication to support employees and team members.

Audience: All Civilian Employees

Performance Awards Review System (PARS) "Mid-Year" Training

Supervisors will learn the goals and background of the Department of Navy PARS, and will gain an understanding of roles and responsibilities throughout the performance management process (planning, monitoring, developing, rating, and rewarding). We will also go over the supervisory responsibilities at the "mid-year" and offer hands on advice and assistance.

Audience: All Supervisors (Civilian and Military) in the position as the rating official of bargaining unit Civilian employee(s)

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Resilience at Work

Resilience At Work™ is an experiential training program that enables participants to master the competencies of professional resilience, even during times of tremendous external change. Participants learn to assess and grow their own individual resilience by exploring factors that can support or detract from resilience. This workshop utilizes the S.U.P.P.O.R.T.™ model of Resilience which builds understanding of the following concepts: Stress Hardiness, Understanding, Purpose, Persistence, Optimism, Resourcefulness and Team. Working from a platform of resilience, participants become better able to anticipate change, influence others positively, and contribute to a thriving work culture.

Audience: All Civilian Employees

Retirement Planning Seminar for CSRS Employees

Wienken Advisors' approach to Federal Government employees under the Civil Service Retirement System (CSRS) ranges from understanding your retirement eligibility, Annuity computations and tax implications of retirement annuities, Health and Life benefits under retirement, Legal aspects of retirement, Social Security, Medicare and Long Term Care, Financial, Estate, Trust Planning and much more.

Audience: All CSRS Civilian employees to include CSRS Offset eligibility under FERS (transfers from CSRS to FERS).

Retirement Planning Seminar for FERS Employees (Late Career)

Wienken Advisors has an individualized approach to retirement and financial planning by breaking down the FERS Benefit Package within the context of the "Building Your Financial Home" planning model. This course will cover a variety of financial planning topics and strategies such as: Qualified Retirement Money (TSP, IRA's, 401K, etc.); Retirement Benefit Analysis; Asset Allocation, Tax and Estate Tax Strategies; Disability, Health, and Life Insurance; Emergency Fund; Long Term Care; Medicare/Medicaid and Non-Qualified Investment Strategies.

Audience: Federal government employees under the Federal Employee Retirement System (FERS) who are in the latter stages of their federal careers (with five or less years before retirement).

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To Register or for Additional Information: please visit the HROM-Sponsored Training website: <http://www.hqmc.marines.mil/hrom/SponsoredTraining.aspx>. **Please note:** You should always obtain supervisor approval before registering.

Reasonable Accommodation: Please let us know when you register if you require reasonable accommodation to participate in this training.

Locations:

- Mann Hall – Building 2004, MCB Quantico, VA
- Pentagon – Washington, D.C. (**MUST** bring Common Access Card to attend classes)
- National Museum of the Marine Corps – 18900 Jeff Davis Hwy, Triangle, VA

Parking:

- Pentagon - parking is very limited, and we encourage use of PUBLIC TRANSPORTATION. If you are driving to the Pentagon, you **MUST** contact our office at least one week prior to attending your scheduled training.
- Museum - There is no charge for parking; please park in the museum's main parking lot. Parking for handicapped visitors and oversized vehicles is available.

Certificate of Completion: Every participant who registers for any HQMC-funded training must do so with the intent to attend the required class hours for course completion. All classes are from 0800-1600 unless otherwise specified.

Questions or Problems: Please contact the Organizational and Workforce Management Section (ARHM) at: 703-614-9088 or SMB.HQMC.ARHB.TRNG@USMC.MIL.